



## EXAMINATIONS BY PSI SERVICES LLC

The Texas Department of Licensing and Regulation (TDLR) has contracted with PSI Services LLC (PSI) to deliver its examinations.

### CONTACT INFORMATION

You must be approved to take the examination by the TDLR. Your license application and documentation must be sent to:

Texas Department of Licensing and Regulation  
PO Box 12157  
Austin, TX 78711  
Telephone: (512) 463-6599  
Toll-Free (in Texas): (800) 803-9202  
Relay Texas-TDD: (800) 735-2989  
Website: [www.tdlr.texas.gov](http://www.tdlr.texas.gov)  
Email: [examinations@tdlr.texas.gov](mailto:examinations@tdlr.texas.gov)

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121  
(833) 333-4741 Fax (702) 932-2666  
Website: <https://www.psiexams.com/tdlr>  
E-mail: [examschedule@psionline.com](mailto:examschedule@psionline.com)

Beginning March 1, 2021, PSI will begin to offer the Cosmetology written examinations online. This new online testing platform utilizes an environment that has a remote proctor using secure technology to observe the test taker using their own desktop, webcam video, and audio to confirm their identity. This allows the candidate to complete the required licensing examination in a controlled environment.

TDLR & PSI have been working diligently to provide a viable alternative method to in-person testing. In addition to the online examination option, PSI will continue to offer the traditional written examination at their 22 exam sites across Texas.

By providing the option to take your written examination at one of our 22 exam sites or utilizing the new online examination platform, we are confident that it will provide some relief of the limited availability, making it faster and more convenient to meet our candidates needs to obtain a license from TDLR.

NOTE: candidates will test individually in a private room. **GROUP TESTING IS NOT ALLOWED.**

**[Click here for a demo of testing from your own personal laptop or computer.](#)**

## EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Upon TDLR approval of eligibility, you will receive an email confirmation with instructions for scheduling an appointment to take the examination.

You must pass the written examination before you can sit for the practical examination. Examination eligibilities are good for 5 years and you may test an unlimited number of times during this period. However, you are encouraged to study between examination attempts and to sit for your examination as soon as possible after attending cosmetology school. A separate fee is required for each examination attempt.

### EXAMINATION FEE

Written Examination only	\$50
Practical Examination only	\$72

FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

**There are three options to schedule.**

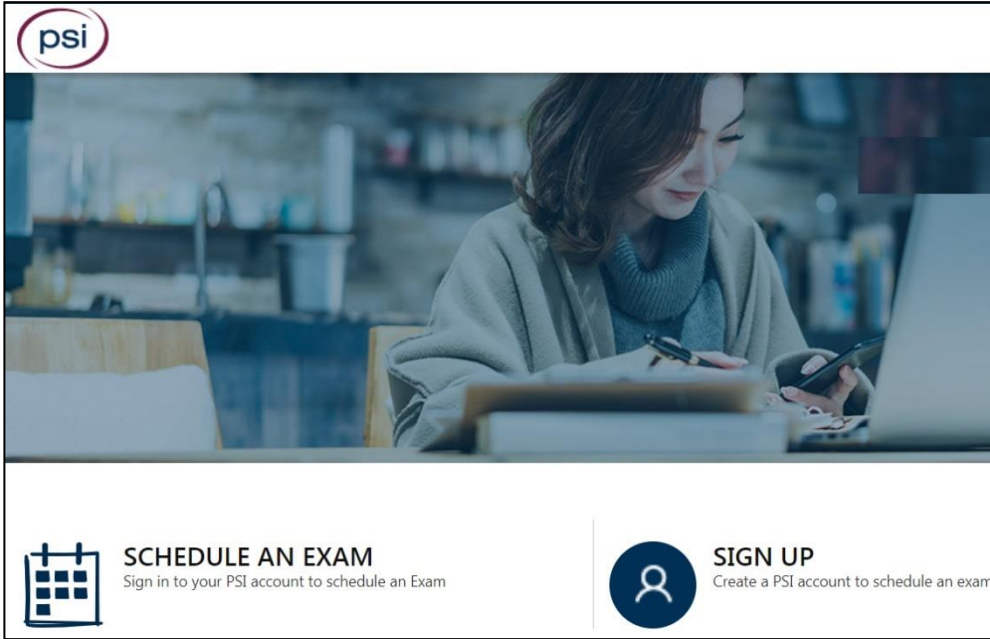
**Via the Website (see page 3), Telephone or Standard Mail (see page 6)**



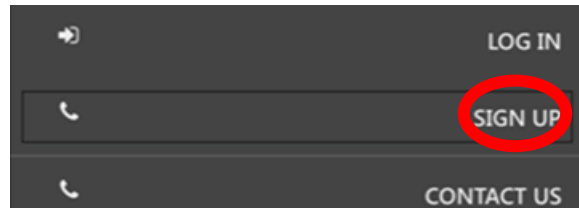
ON-LINE SCHEDULING VIA WEBSITE

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Website: (<https://www.psiexams.com/tldr>).

- 1. Select "SIGN UP" to create an account.



- 2. On a mobile phone, you need to select the icon on the top left corner. Then select "SIGN UP" to create an account.



- 3. You will be prompted to create an account with PSI.

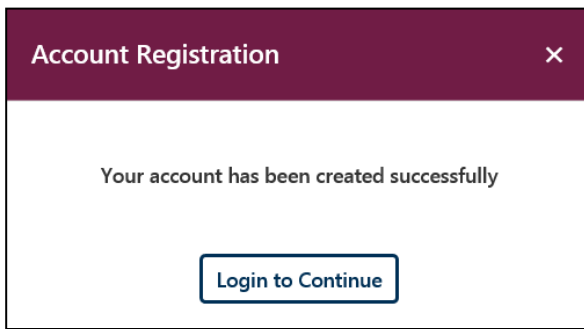
<b>Personal Details</b>	
Candidate Id (Enter the Candidate ID# that TDLR provided to you)	
<input type="text" value="544466655"/>	
First Name *	Last Name *
<input type="text" value="Cathy"/>	<input type="text" value="Miller"/>
Middle Name	Generation
<input type="text" value="Enter Middle Name"/>	<input type="text" value="Enter Generation"/>
Email *	

**IMPORTANT**

Enter the Candidate ID# that TDLR provided to you.

Your first and last name must match exactly with the information TDLR has on file.

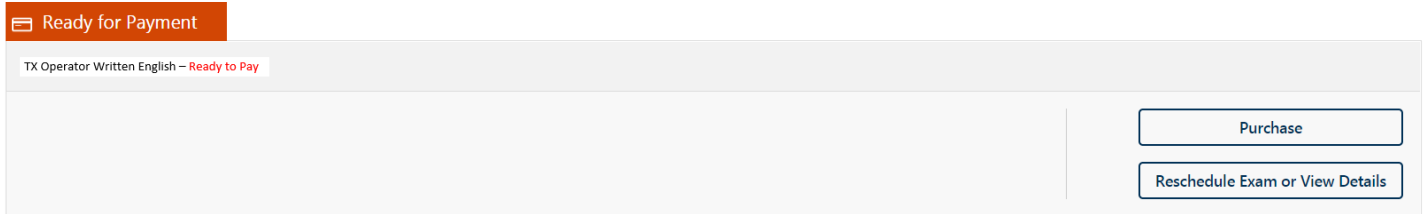
4. After you submit the form, you will get a message that your account was created successfully. Click on “Login to Continue”.



A dark purple header bar with the text "Account Registration" and a close button (X). Below the header, the text "Your account has been created successfully" is centered. At the bottom, there is a button labeled "Login to Continue".

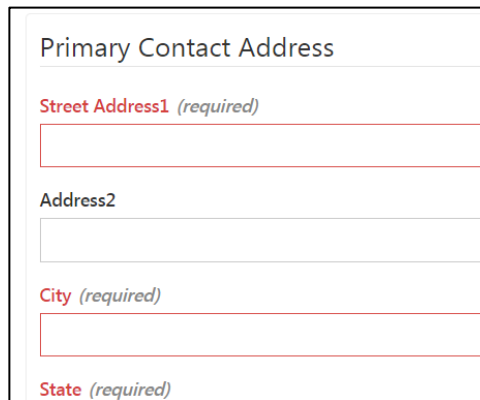
Note: The username is the email address you entered when creating the account.

5. Select the Examination.



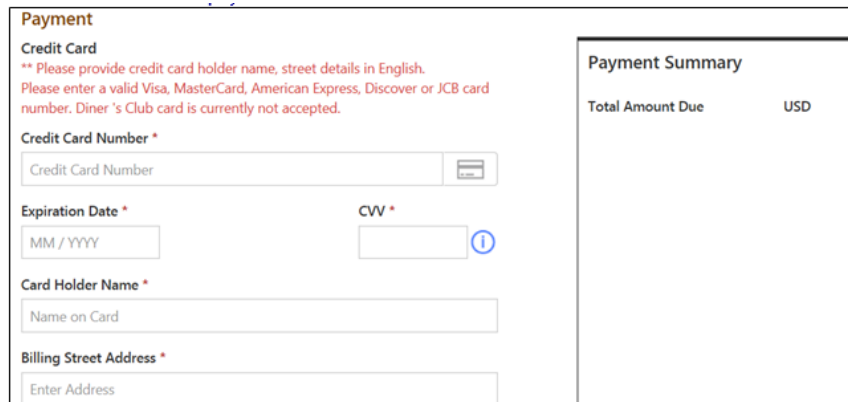
A light gray header bar with a red button labeled "Ready for Payment". Below the header, the text "TX Operator Written English – Ready to Pay" is displayed. On the right side, there are two buttons: "Purchase" and "Reschedule Exam or View Details".

6. You will enter your personal information.



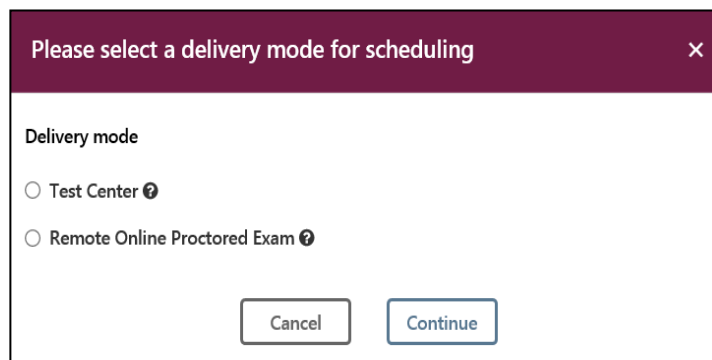
A form titled "Primary Contact Address" with four input fields. The first field is labeled "Street Address1 (required)", the second "Address2", the third "City (required)", and the fourth "State (required)".

7. You will now enter payment.



A form titled "Payment" with two main sections. The left section is "Credit Card" and contains fields for "Credit Card Number \*", "Expiration Date \*", "CVV \*", "Card Holder Name \*", and "Billing Street Address \*". The right section is "Payment Summary" and contains the text "Total Amount Due" and "USD".

8. You will now select if you want to take the examination at a PSI test center or from your own laptop or computer.



A dark purple header bar with the text "Please select a delivery mode for scheduling" and a close button (X). Below the header, the text "Delivery mode" is displayed. There are two radio button options: "Test Center" and "Remote Online Proctored Exam". At the bottom, there are two buttons: "Cancel" and "Continue".

# IF YOU SELECTED TO TAKE YOUR WRITTEN EXAMINATION AT A TEST CENTER FOLLOW THE STEPS BELOW

Enter the “City or Postal Code” and select “Preferred Month” to take the Exam. Then select “Search Exam Center”.

**Find Test Location**  
[I have a Test Center Code](#) ⓘ  
Country / Location:  
United States of America  
Enter City / Postal Code  
1200 W Walker Tunnel, Houston  
Preferred Month  
February 2021  
Search Exam Center

Click on the preferred test site.

<b>HOUSTON EAST</b> Atrium Tower 11811 East Freeway, Suite 260 Houston TX US 77029
<b>HOUSTON - NORTHWEST FREEWAY</b> 9800 Northwest Freeway Suite 200 Houston TX US 77092

Then click on the date and time to make an appointment to take the Exam.

**HOUSTON EAST**  
Atrium Tower 11811 East Freeway, Suite 260 Houston TX US 77029 6.15 miles

February 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Available Start Time(s)

09:00 AM 02:30 PM

You are now scheduled and will receive an email confirmation.

## IF YOU SELECTED TO TAKE YOUR WRITTEN EXAMINATION ONLINE USING YOUR OWN PERSONAL LAPTOP OR COMPUTER FOLLOW THE STEPS BELOW

Before you select the date and time you will be taking the exam, **YOU MUST FIRST CHECK THE COMPATIBILITY OF YOUR COMPUTER** to include Audio/Video Check, Webcam Check and System Check. You must use Google Chrome Browser. Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam by [clicking here](#).

Proctored Exam Select Language English

✓ TX Operator Written English – 120 Minutes

Country / Location: United States of America

Timezone: Central Time

February 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Available Start Time(s) for Feb, 01, 2021

- > Early Morning (from Midnight to 5:45 AM)
- > Morning (from 6 AM to 11:45 AM)
- > Afternoon (from 12 PM to 5:45 PM)
- > Evening (from 6 PM to 11:45 PM)

Available Dates Selected Date

- Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)
- You can only launch the exam within 30 minutes of your appointment time.

If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support team at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by [clicking here](#).

### TELEPHONE SCHEDULING

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover). PSI registrars are available at (833) 333-4741, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to receive your payment and schedule your appointment for the examination

### STANDARD MAIL REGISTRATION

If you prefer, you may mail the Examination Registration Form (found at the end of this Candidate Information Bulletin). Mail the completed Examination Registration Form to PSI with the appropriate examination fee. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier's check. Money order or check must be made payable to PSI, with your student permit number noted on it to ensure that your fees are properly assigned. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.** Please allow 7 business days to process before contacting PSI to schedule.

### RESCHEDULING AN EXAMINATION APPOINTMENT

You may reschedule an examination appointment without forfeiting your fee if your *notice is received 2 days before the scheduled examination date*. You may reschedule at <https://www.psiexams.com/tdlr> or call PSI at (833) 333-4741.

**A voicemail or email message is not an acceptable form of rescheduling. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.**

### LOSING YOUR EXAMINATION FEE

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not reschedule your appointment at least 2 days before the scheduled examination date.
- Do not appear for your examination appointment.
- Arrive after the examination start time.
- Do not present proper identification when you arrive for the examination.
- Are not dressed appropriately for the Practical Examination.

### EXAMINATION ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and examination accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666. This form also includes out-of-state testing requests.

### FOREIGN LANGUAGES

Examinations are administered in English. However, some examinations are available in Spanish or Vietnamese for no additional cost. To take one of these examinations you must indicate your language preference when you schedule your examination.

For languages other than English, Spanish or Vietnamese, you may request to have the examination translated by contacting PSI and paying an additional cost for each translation. You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate. Please fill out the form at the end of this Candidate Information Bulletin.

Candidates may also bring a bound Word-to-Word translation dictionary. The dictionary cannot contain pictures or definitions. Candidates are not permitted to bring in any additional papers (loose or attached) with their dictionary. Highlighting, underlining, indexing or marking in the dictionary prior to or during the examination is prohibited. Any candidate caught writing, highlighting, underlining, and or indexing in the dictionary during the examination will be subject to forfeiting their dictionary, termination of their examination and reporting the incident to the Texas Department of Licensing and Regulation.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

If severe weather or an emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (833) 333-4741. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

### EXAMINATION REVIEW

PSI, in cooperation with TDLR, will be regularly evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the written examination available to candidates. There is NO review of the Practical examination.**

## **EXAMINATION SITE LOCATIONS**

**It is your responsibility to verify that you are going to the correct site.**

### **Abilene (WRITTEN EXAMINATION ONLY)**

Commerce Plaza

1290 S. Willis, Suite 109

Abilene, TX 79605

*From Highway 277, exit on South 14<sup>th</sup> Street going East. Turn left on S. Willis.*



**Amarillo (WRITTEN AND PRACTICAL EXAMINATIONS)**

4312 Teckla, Suite 500

Amarillo, TX 79109

*Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3rd building facing Teckla. Ste 500 is the end suite on the North side of the building.*

*From Canyon, take Bell St exit and go North to traffic light at 45th St and turn right. Turn left at the 2nd traffic light to Teckla.*

**Arlington (WRITTEN EXAMINATION ONLY)**

Centerpoint IV

2401 E. Randol Mill Road, Suite 160

Arlington, TX 76011

*From TX-360 S - Take the TX-180 exit towards Division St. Merge onto N Watson Rd. Take a slight left towards S. Watson Rd. Use the middle lane to turn left onto E Randol Mill Rd. The Centerpoint IV building will be on your right.*

*From I-30 E - Take exit 28 toward Baird farm Road/Ballpark Way/Legends Way. Merge onto E Copeland Rd. Take a slight right onto TX-360 Frontage Rd/N Watson Rd. Turn Right onto East Randol Mill Rd. The Centerpoint IV building will be on your right.*

**Austin (WRITTEN EXAMINATION ONLY)**

LaCosta Corporate Park

6448 Hwy 290 East, Suite F111

Austin, TX 78723

*If Southbound on IH 35, exit at 238A and take the right off-ramp following West 2222 (238-A). Stay on the I-35 service road to the second light. Take a left at the traffic light at Hwy. 290 E. and stay on the Hwy. 290 E. service road. Take a left at the traffic light onto Cameron Road, go through the light and the examination site is in the business park on the left, Ste. F-111.*

*If Northbound on IH 35 exit at Hwy 2222 and stay on the I-35 service road to the light at Hwy. 290 E. Take a right at the traffic light onto the 290 E. service road. Take a left at the first traffic light onto Cameron Road. Go through the light and the examination site is in the business park on the left, Ste. F-111.*

*PSI is located in NORTH Austin at the North-West corner of Cameron Road and the West bound access road to Hwy 290 E. La Costa Business Park, Ste F-111.*

**Austin (WRITTEN AND PRACTICAL EXAMINATIONS)**

8000 Anderson Square, Ste 301B

Austin, Texas 78757

*If Northbound on Hwy 183 -take the Peyton Gin/Ohlen Road exit and stay in the left-hand lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.*

*If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.*

**Corpus Christi (WRITTEN EXAMINATION ONLY)**

2820 S Padre Island Dr, Suite 105

Corpus Christi, TX 78415

*From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820 building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.*

**Dallas (WRITTEN EXAMINATION ONLY)**

One Empire

1140 Empire Central Dr, Suite 610

Dallas, TX 75247

*From I-35E South (Stemmons Fwy), exit Empire Central (#434A). Turn right on Empire Central Dr.*

*From I-35E North towards Denton exit at Empire Central and turn left on Empire Central Dr.*

**Dallas/Richardson (WRITTEN EXAMINATION ONLY)**

1701 N Collins Blvd, Suite 130

Richardson, TX 75080

*From US-75 North take exit 26 onto N. Central Expressway toward Collins Blvd./Campbell Rd. turn left onto Campbell Rd. Turn left on Collins Blvd. Building is on right.*

**Dallas/Richardson (PRACTICAL EXAMINATION ONLY)**

300 N Coit, Suite 172

Richardson, TX 75080

*From 75 South, take the Belt Line Road exit and turn right on Belt Line Road. Stay on Belt Line Road until you reach Coit. Turn right onto N Coit. The building is on the right-hand side.*

*If you are coming in from LBJ (I635) and going north on 75, you will turn left onto Belt Line and turn right onto Coit.*

**El Paso (WRITTEN EXAMINATION ONLY)**

Innovative Minds

11436 Rojas, Suite B-10

El Paso, TX 79936

*From West: Take I-10 East. Take exit 30 toward Lee Trevino Dr. Left on N Lee Trevino Dr and merge to the far right lane. At the Bank of America, R on Rojas Dr. Innovative Minds is located on right in the Rojas Business Ctr. From East: Take I-10 West. Take exit 30 toward Lee Trevino Dr. Merge to far right*





lane and at the One Source Federal Credit Union, Right on Goodyear Dr. At street light, Left on Rojas Dr. Innovative Minds is located on the left in the Rojas Business Ctr.

#### **El Paso (PRACTICAL EXAMINATION ONLY)**

4171 N. Mesa  
Bldg. A, Suite 104A  
El Paso, TX 79902

*From I-10E/US-180E toward downtown, take the Executive Center Blvd Exit (Exit 16). Turn left onto Executive Center Blvd. Take Executive Center Blvd to Mesa St. Turn right onto Mesa St.*

*From I10-W, take the Executive Center Blvd Exit (Exit 16). Take Executive Center Blvd to Mesa St. Turn right onto Mesa St.*

#### **Fort Worth (WRITTEN EXAMINATION ONLY)**

6801 McCart Avenue, Suite B-1  
Fort Worth, TX 76133

*From I-20 take the McCart Ave exit #435. Go South on McCart Ave passing Altamesa Blvd. You will turn left at the next light which would be Southpark Lane. To the right, you may enter the 1st immediate parking entrance or the 2nd parking entrance on your right at 6801 McCart Ave Professional Building. Our office suite is B1 which is located on the Northside of the building facing Southpark Lane.*

#### **Harlingen - Innovative Minds (WRITTEN EXAMINATION ONLY)**

2404 F St., Suite D  
Harlingen, TX 78552

*From McAllen, TX: Take I-2/US-83 E. Use the right two-lanes to take the US-77 S/US-83 S exit toward Brownsville. Take the exit toward Farm to Market Rd 1479/F St/Rangerville Rd. Merge onto S Frontage Rd. Turn right on S Idaho St.*

*From Brownsville, TX: Take US-77 N/US-83 N. Merge onto I-69E N/US-77 N/US-83 N. Take the exit toward Farm to Market Rd 1479/F St/Rangerville Rd. Merge onto S Frontage Rd. Turn left onto S Rangerville Rd. Turn left onto S Frontage Rd. Turn right on S Idaho St. Additional parking available on Idaho Street.*

#### **Houston North (Greenbriar Place) (WRITTEN EXAMINATION ONLY)**

Greenbriar Place  
650 North Sam Houston Pkwy E, Suite 535  
Houston, TX 77060

*From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.*

*From I-610, take 45-North toward Dallas, exit Beltway 8 - East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).*

#### **Houston (East) (WRITTEN EXAMINATION ONLY)**

Atrium Building  
11811 I-10 East Freeway, Suite 260  
Houston, TX 77029

*From I-10 East, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right side, next to Pappasitos Cantina.*

*From I-10 West, take the Holland Rd exit. Stay on the feeder road, building is on the right side, next to Pappasitos Cantina.*

#### **Houston (Southwest) (WRITTEN EXAMINATION ONLY)**

One West Belt  
9555 W. Sam Houston Pkwy South, Suite 140  
Houston, TX 77099

*The street address is on the marquee in front of the building (9555 West Sam Houston Parkway South). On a smaller sign, sitting down in the grass next to the entry on Bissonnet, is the notation, "One West Belt". The Sam Houston Pkwy is also known as Beltway 8.*

*From US 59, heading South: Take the Bissonnet exit and turn right onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.*

*From US 59, heading North: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.*

*From the West Sam Houston Pkwy South (also known as Beltway 8), heading South: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Turn left into the parking lot of the first building on the left.*

*From the West Sam Houston Pkwy South (also known as Beltway 8), heading North: Take the West Bellfort exit and travel about two miles on the feeder road to Bissonnet. Turn right on Bissonnet and then left into the parking lot of the first building on the left, OR do not turn on Bissonnet but drive through the intersection and then make an immediate right into the parking lot.*

#### **Houston (Northwest) (WRITTEN AND PRACTICAL EXAMINATIONS)**

9800 Northwest Freeway  
Suite 200  
Houston, TX 77092

*From Hwy 290 driving southeast, merge onto Loop 610 North. Exit at T.C.Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.*

*Driving north on Loop 610 West exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.*



Driving west on Loop 610 North, exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

**Lubbock (WRITTEN EXAMINATION ONLY)**

The Center

4413 82nd St., Suite 210

Lubbock, TX 79424

From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82<sup>nd</sup> St.

**McAllen (WRITTEN AND PRACTICAL EXAMINATIONS)**

7000 N. 10th Street Suite C-4

McAllen, TX 78504

From S Expressway 281/S US-281, turn right onto E Trenton Rd. Turn left onto N 10th St/TX-336. The test site is on the left.

**Midland (WRITTEN AND PRACTICAL EXAMINATIONS)**

Westwood Village Shopping Center

4200 West Illinois Avenue, Suite 200

Midland, TX 79703

From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.

From Business 20 (Old Hwy 80) going West, follow Front Street until Wall St Traffic light. Go 2 blocks and turn right on Midkiff. Turn left on Illinois. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.

From North Hwy 349, Look for Loop 250 West (just before overpass). Turn right at Loop and go 2 miles to Exit Midkiff. Turn left at traffic light. Turn right at Illinois traffic signal. Turn right onto Chinese Kitchen's parking Lot at 4200 W Illinois. Suite is at the end of the left Strip.

**San Antonio (WRITTEN EXAMINATION ONLY)**

One Park Ten

6800 Park Ten Blvd, Suite 174-W

San Antonio, TX 78213

From Loop 410 West (near Crossroads Mall), take IH 10 East. Exit on Vance Jackson. Use the turnaround to get on the IH10West access road. Stay on the access road until the One Park Ten building.

From IH 10 West, exit on Vance Jackson. Stay on the access road.

The building is off IH10/US87 approximately one mile inside Loop 410. The One Park Ten building is on the right, immediately after Park Ten Blvd. Suite 174-W is located on the first floor to the right of the main entrance.

**San Antonio (WRITTEN AND PRACTICAL EXAMINATIONS)**

9502 Computer Drive, Ste 105

San Antonio, TX 78229

From I-10 West, take exit 561 for Wurzbach and Medical Drive. Stay on the access road passed Medical Drive, then turn left on Wurzbach (going under the freeway). Proceed one block on Wurzbach, then turn left on Bluemel. Proceed one block on Bluemel, turn left on Computer Drive, then turn right into the parking lot for the Neuromuscular Institute of Texas at 9502 Computer Drive. PSI is in suite 105.

From I-10 East, take the Wurzbach exit and turn right on Wurzbach (going under the freeway), then follow the directions above.

**Tyler (WRITTEN EXAMINATION ONLY)**

3800 Paluxy Dr, Suite 310

Tyler, TX 75703

From 1-20, turn south on Hwy 69 and go to Loop 323. Turn right on 323 and follow 323 to the intersection of Paluxy Dr. Turn right on Paluxy Drive. The Paluxy Square Complex will be immediately on the left. Go to Building 3 which is in the back.

**Waco (WRITTEN EXAMINATION ONLY)**

345 Owen Lane, Suite 124

Waco, TX 76710

From TX-6, take the Waco Drive exit, loop under the bridge where you will be on Sanger Ave, turn right on Owen Ln. The examination site is behind the Richland Mall and directly across the street from the City of Waco water tower.

If you are coming in on the South Hwy 6, take the South Loop 340, then take Sanger Ave Exit.

You may also test at a PSI site outside of Texas. Please call (833) 333-4741 for more information.

Shreveport, LA  
Baton Rouge, LA  
McAlester, OK

Oklahoma City, OK  
Tulsa, OK  
Woodward, OK



## THE CHECK IN PROCESS TO TAKE YOUR EXAMINATION

**If you are taking your examination at a PSI test site:** On the day of the examination, you should arrive 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time to familiarize yourself with the examination process. NO conversing or any other form of communication among candidates is permitted once you enter the examination area. If you arrive late or do not appear in the appropriate attire, you will NOT be admitted to the examination site and you will forfeit your examination fee.

**If you are taking your examination using your own personal computer:** On the day of the examination, you may launch the examination 30 minutes prior to your scheduled appointment time. If you attempt to launch after the scheduled start time, you will NOT be allowed to launch the examination and you will forfeit your examination fee.

### REQUIRED IDENTIFICATION FOR EXAMINATION

**You must provide 1 form of identification (ID).** The identification must be a VALID form of government-issued ID, such as a driver's license\*, state ID, or passport book\*\*. The identification must contain the following biographical information:

- (1) printed name
- (2) photograph
- (3) signature
- (4) date of birth
- (5) expiration date

\*Temporary licenses or IDs will be accepted only if accompanied by either the expired/invalid license or another form of photo ID.

\*\*Passport cards do not contain all required information and are not acceptable.

**Current** public high school IDs are also VALID when accompanied by a photocopy of the TDLR student permit. **If you have graduated from high school, your ID is only valid until August 31 of that year.**

**Current** community college and junior college IDs are also VALID government-issued IDs and require only your printed name, photograph and date of birth.

Identification provided must match all information provided by TDLR to PSI upon eligibility. A digital copy of your ID documentation will be taken upon check in and stored with your personal data.

*If you cannot provide the required identification, you must call (833) 333-4741 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement.*

*Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination and will forfeit your examination fee.*

### SECURITY PROCEDURES

The following examination protocols apply during any examination. PSI may pause or terminate an examination at any time. Failure to follow the examination protocol, may result in the disqualification of examination results, prohibition from taking future examinations, and may lead to legal action.

Prohibited Items:

- Reference materials of any kind.
- Electronic devices of any type, including but not limited to; cellular phones, cameras, computers of any type (e.g., laptops, tablets, iPads), earbuds, electronic games, electronic watches, handheld calculators, headsets, mobile devices, music players (e.g., iPods), pagers, radios, recording devices (audio or video), smart watches, televisions, etc.).
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Bulky or loose clothing or coats including but not limited to, open sweaters, cardigans, shawls, scarves, vests, jackets and coats.
  - In the event you are asked to remove bulky or loose outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Other personal items, including but not limited to; backpacks, briefcases, chewing gum, drinks, food, good luck items, notebooks, paper or other materials on which to write, pens, pencils or other writing devices, purses, reading material, smoking or chewing products, wallets, etc.

Prohibited Behavior:

- Giving or receiving assistance on an examination.
- Copying or communicating examination content.



- Using outside references or resources during an exam, examples:
  - Browsing other local resources.
  - Browsing the internet.
  - Attempting to use a computer or computer program not provided or approved by PSI.
  - Attempting to use a telephone or mobile device.
  - Using notepad on the computer.
  - Using an application on the computer not provided by PSI.
- Engaging in disruptive behavior during check-in or during an exam, examples:
  - Acting in an inappropriate manner.
  - Using abusive language.
  - Speaking aloud.
  - Causing noise unrelated to keyboard typing.
- Engaging in prohibited behavior during check-in or during an exam, examples:
  - Reading questions out loud.
  - Leaving the room without proctor approval.
  - Using instant messaging, or other electronic communication.
  - Capturing a picture or video of exam items.
  - Attempting to use telephone or mobile device.
  - Obstructing the proctor's view (camera or in person).
  - Having inappropriate materials on desktop (explicit).
  - Changing spaces during the exam without proctor approval.
  - Not focusing eyes on the screen.

During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.

No prohibited items are allowed within the candidate's reach or line of sight. If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle for test center exams. PSI will not be responsible for the security of any personal belongings or prohibited items.

Any candidate seen giving or receiving assistance on an examination, found with prohibited items, or displaying prohibited behavior or violating any security regulations will have his or her examination terminated, and be asked to surrender all examination materials. All such instances will be reported to the examination sponsor.

Additional protocols for testing at a [testing center](#), include but not limited to:

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues, or instructors.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

Additional protocols for [taking your examination on your laptop or computer](#), include but not limited to:

- Temporarily moving out of the camera's line of sight.
- Adequate lighting for the proctor to see candidate's activity.
- Internet service must be sufficient to administer the exam, see page 14 for requirements.
- Web camera must be placed for ideal viewing by the proctor.
- Candidate may not change computers during the exam.
- Candidate may not change spaces during the exam.
- Candidate must follow proctor instructions, which may include, but are not limited to:
  - Keeping hands on the desktop.
  - Keeping eyes on the computer screen.
  - Not fidgeting during the exam.
  - Keeping hands away from face.
- Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.
- Breaks are NOT allowed during remote online proctored examinations. If you believe you cannot complete your examination without a break, please do not register for remote online proctored examinations.

## TAKING YOUR EXAMINATION AT A PSI TEST SITE

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers.

### TEST QUESTION SCREEN

The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.



The screenshot shows a web-based test interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar displaying: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, and Time Left(Min): 359. The main content area contains a question: "3. What do the stars on the United States of America's flag represent?". Below the question is a text input field. Underneath the input field, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out or you have not ended your examination.

### WRITTEN SCORE REPORTING

**IN PERSON EXAMINATION:** Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type. If you do not receive your emailed score report, you may print it from your online account.

**REMOTE PROCTORED:** Candidates taking a remotely proctored exam: you must select to end both the exam portion and survey portion of your test in order to receive your on-screen results and emailed score report. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type. If you do not receive your emailed score report, you may print it from your online account.

## TAKING YOUR EXAMINATION ONLINE USING YOUR OWN PERSONAL COMPUTER OR LAPTOP

Proctors for online testing will communicate with candidates on-screen during the test and pause the exam whenever unauthorized persons or activity appear on video monitors or in audio recordings. The proctor will pause the exam whenever a candidate leaves the testing station, or an interruption occurs. The proctor may end the test if an interruption is not corrected appropriately. Immediate on-screen results will be displayed on your screen once you complete your exam AND the survey following the exam. Paper score reports will not be available upon completion of the exam for this remotely proctored location.

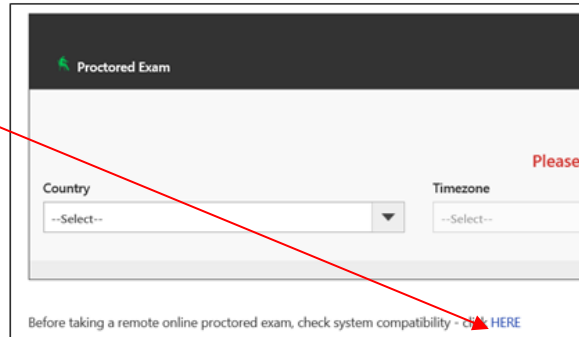
Before your exam begins, please be aware of the following testing rules:

- ✓ Please be reminded that earbuds, earphones, hats, caps, hood, shades or anything that can be placed on the head or face is NOT allowed.
- ✓ Food, Drinks, or Breaks are not allowed. All personal items must be removed from the work area.
- ✓ You are not allowed to leave the station during the exam.
- ✓ Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.

- ✓ You must keep both of your hands on or above the desktop during the exam.
- ✓ Also note that under no circumstances are you allowed to take a screenshot or photo of the exam or the exam results at any time during or after the session.

Violating any of these rules will result in a warning and may result in exam termination and loss of exam fee.

**BE SURE TO CHECK THE COMPATIBILITY OF YOUR COMPUTER** to include Audio/Video Check, Webcam Check and System Check. Prior to scheduling, click here. You must use Google Chrome Browser.

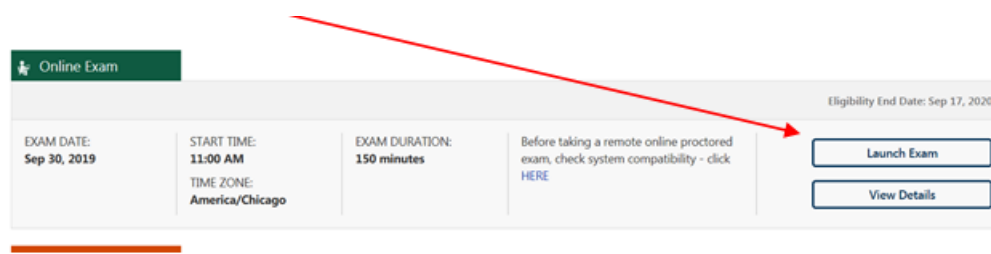


Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam by [clicking here](#).

REQUIREMENTS	STATUS	YOUR SYSTEM
Webcam	✓	Integrated Camera (04f2:b5ab)
Microphone	✓	Default - Microphone Array (Realtek High Definition Audio)
PSI Communication Protocol	✓	Connected
Testing System Access	✓	Allowed
PSI System Storage	✓	Allowed
PSI Video Streaming	✓	Allowed
System Check		
REQUIREMENTS	STATUS	YOUR SYSTEM
Browser and Version - Chrome 58.0 and above.	✓	Chrome 75.0
Platform - Windows 7, Windows 8, Windows 8.1, Windows 10 or later and Mac OS X 10.10 or later	✓	Windows 10
Javascript - Enabled.	✓	Enabled
Cookies - Enabled.	✓	Enabled
Upload and Download Minimum Bandwidth - At least 250 kbps.	✓	1448282

### LAUNCHING THE EXAMINATION

You can launch the examination up to 30 minutes before the scheduled start time.



If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by [clicking here](#).

## WRITTEN EXAMINATION

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in practice, instruction, and regulatory issues. The examination content outline identifies areas of importance to licensees for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of reference material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

**TEXAS EYELASH APPLICATION EXTENSION**  
**40 Scored Items - 55 Minutes - 70% Correct to Pass**  
**4 Non-Scored Items - 5 Minutes**

<b>1. Licensing and Regulation - 10%; 4 questions</b>
Health and Safety
Responsibilities of the Licensee
<b>2. Infection Control - 37.5%; 15 questions</b>
Cleaning and Disinfecting
Implements
Equipment
Work Environment
Safety Procedures
Exposure Incidents
Patch Test
Skin and Eye
Diseases
Disorders
<b>3. Eyelash Care - 15%; 6 questions</b>
Eyelash Analysis
Eye Shapes
<b>4. Artificial Eyelashes Application and Removal - 37.5%; 15 questions</b>
Implements
Materials
Products
Application
Isolation and Separation
Removal

## REFERENCE LIST

This examination is CLOSED BOOK. The reference materials listed below were used to prepare the questions for this examination.

- *Milady Standard Foundations*, 1st Edition, 2020, [www.milady.cengage.com/esthetics.asp](http://www.milady.cengage.com/esthetics.asp)
- *Milady Standard Esthetics Fundamentals*, 12th Edition, 2020, [www.milady.cengage.com/esthetics.asp](http://www.milady.cengage.com/esthetics.asp)
- *The Essential Guide to Lash Extension Technology*, 2012, NovaLash, [www.amazon.com](http://www.amazon.com)
- *Texas Administrative Code*: Chapter 83, [www.tdlr.texas.gov](http://www.tdlr.texas.gov)
- *Texas Occupations Code*, Title 9: Chapters 1602 and 1603, [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## NON-SCORED ITEMS

Your examination contains non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored and time to answer them has been added to the time allowed.

## PRACTICAL EXAMINATION

For practical examination questions or concerns, please email [cosmetology@psionline.com](mailto:cosmetology@psionline.com)

Read the following instructions carefully so that you will be properly prepared for the examination.

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- A proctor will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- During the Practical Examination, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.
- You may not observe other candidates during the examination.
- Aerosol products are **NOT** permitted for use during the examination.
- All tasks listed in this bulletin must be performed in order listed or candidates will NOT receive points.
- The time allotted for each service includes time for setup and cleanup.
- It is important to have all needed supplies and equipment when you arrive for the exam. You will NOT be permitted to leave the exam area once you arrive and are signed in.
- All supplies must be clean, sanitary, unstained. Products must be labeled in ENGLISH (manufacturer labels are acceptable).
- If you do NOT bring the items listed in the “Supplies and Equipment” section or bring a wrong item (e.g., non-EPA approved hospital grade disinfectant), you will NOT receive points for completing those steps.
- Candidates **MUST** step back and raise their hand at the end of each section indicating completion.
- No markings or colorings around the mannequin's hair, scalp, or hairline are permitted. Candidates bringing in mannequins with such markings will not receive points for the sections of the exam requiring use of these mannequins.
- Cheat sheets and written notes (e.g., written task lines on containers, items that are numbered and/or bags with a written supply list or written instructions) are NOT to be used during the practical exam. To do so will result in loss of points for all Procedure Criteria throughout the exam. Identifying bag for service is allowed.
- Items left behind will be discarded.
- Cell phones are NOT allowed in the practical examination room.

## IMPORTANT NOTICE

A PSI practical examination rater (examiner) may not evaluate the practical examination of a candidate who is the rater's current student, current employee, employer or co-worker, or is related to the rater by family, personal or financial interest or other relationship. If you feel the rater that is assigned to you falls into one or more of these categories, you must notify the rater immediately. If it is found that a rater has evaluated a candidate and violated this policy, the candidate's examination results may be voided.

Proctors and or raters are NOT allowed to converse with candidates and therefore are NOT permitted to instruct or discuss exam results in any way. Please direct all questions and/or concerns to PSI Customer Service.



## SUPPLIES AND EQUIPMENT

Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Review the practical examination content outline (shown below) to ensure you bring all supplies/equipment you need to perform these services.

### ITEMS THAT ARE NOT TO BE LABELED

The items listed below are NOT TO BE LABELED. Doing so may result in loss of points.

- Adhesive holder
- Drape(s)
- Gloves
- Individual eyelashes
- Glasses/specs (optional)
- Head draping
- Mannequin head (prepped with eyelash strip to represent natural lashes)
- Mannequin stand or tripod
- Paper towels
- Small scissors
- Tweezers
- Under-eye pads

### ITEMS THAT MUST BE LABELED IN ENGLISH ONLY

The items listed below MUST BE LABELED (numbering of any kind is NOT allowed; manufacturer labels are acceptable). Failure to properly label items may result in loss of points.

- 30x30 kit labeled as “Pre-sanitized, Clean or Disinfected”
- Lash adhesive
- Blood exposure kit / first aid kit
- EPA approved disinfectant or simulated product
- Hand sanitizer
- Trash bag(s)

### ITEMS SUPPLIED BY EXAMINATION VENDOR

- Brooms and dust pans
- Covered trash cans
- Mounted wall clock
- Work stations/ manicure table with chairs

## CONTENT OUTLINE

- The entire examination will be 57 minutes in length.
- Total number of points is 37.
- The passing score for the entire Practical examination is 70% (This is 26 points out of 37).

The following information will be used by examiners to grade your performance during the Practical Examination:

All procedure criteria MUST be performed in the order listed for candidate to receive points for the tasks. DO NOT begin any procedures until the instructions for each section of the examination are read and you have been instructed to begin. It is NOT necessary to perform additional or altered steps/tasks not listed below. Items NOT listed below are NOT rated during the examination. Candidates MUST step back and raise their hand at the end of each section indicating completion.

### **CANDIDATE BEGINNING GENERAL INSTRUCTIONS:**

*(To be read after all candidates have been checked in and the Rater and candidates are ready to begin).*

*Welcome to PSI Congratulations on passing your written examination. The proctor for this session will read the instructions, keep time for each section and can only answer general questions that do not direct or instruct you in any way concerning this examination. The raters are responsible for observing and rating your skills performance and are not allowed to converse with candidates except to provide a general salutation. Once the examination begins, you may place all of your supplies in your assigned work station. You may not observe the work of other candidates. Please do not speak to or assist other candidates during the examination. While you may use the restroom during the examination please keep in mind that the time will continue to elapse and any instructions you miss will not be repeated. Only one candidate at a time may leave so please return as quickly as possible.*

*Does anyone have any questions about the instructions I have just read to you?*

*The first section is **Pre-Examination Set Up and Disinfection**. You have 10 minutes to unpack your general supplies and prepare your work area. You will be informed when you have 5 minutes remaining.*

*You may begin.*

#### **Pre-Examination Set Up and Disinfection - Time Allowed: 10 minutes**

##### **Safety Criteria (1 point each):**

1. Disinfect work surfaces
2. Properly dispose of waste material
3. Kit remains sanitary
4. Avoid cross contamination

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed. We will now proceed to the next section of the examination.*

*The next section is **Eyelash Extension Application Service**. Please demonstrate applying extensions. You have 25 minutes to complete this section. You will be informed when you have 13 minutes remaining.*

*You may begin.*

#### **Eyelash Extension Application – Time Allowed: 25 minutes**

##### **Procedure Criteria (1 point each):**

1. Sanitize/clean hands
2. Prepare the mannequin for service
3. Protect lower lashes
4. Prepare for extension application
5. Apply extension #1
6. Apply extension #2
7. Apply extension #3
8. Apply extension #4
9. Apply extension #5
10. Apply extension #6
11. Demonstrate separation

**Safety Criteria (1 point each):**

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

*Candidates you have 13 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed. We will now proceed to the next section of the examination.*

*The next section is **Blood Exposure Incident Service**. Please perform procedures for a Blood Exposure Incident. You have 12 minutes to complete this section. You will be informed when you have 6 minutes remaining*

*You may begin.*

**Blood Exposure Incident - Time Allowed: 12 minutes**

**Procedure Criteria (1 point each):**

1. Wear gloves
2. Apply pressure to simulated cut
3. Clean simulated cut
4. Bandage simulated cut
5. Properly dispose of used materials
6. Sanitize/clean hands

**Safety Criteria (1 point each):**

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

*Candidates you have 6 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed. We will now proceed to the next section of the examination.*

*The last section is **End of Examination Disinfection**. You have 10 minutes to complete this section. You will be informed when you have 5 minutes remaining.*

*You may begin.*

**End of Examination Disinfection - Time Allowed: 10 minutes**

**Safety Criteria (1 point each):**

1. Dispose of used materials
2. Disinfect workstation and clean work area
3. Remove all supplies, materials, and/or personal belongings

*Candidates you have 5 minutes remaining.*

*Candidates, please stop working.*

*All scoring has been completed.*

**CANDIDATE FINAL INSTRUCTIONS:**

*This concludes the practical examination. Please be seated at your assigned station to wait for your score report. Barring any computer related problems, it should only take approximately 5 to 10 minutes to generate the report. Once you have received your score report you are required to leave the testing facility immediately. Please be sure to read and review your score report in its entirety. Raters or proctors are not allowed to discuss your exam or its result. For questions or concerns please wait 24 hours and then contact PSI customer service. Thank you and have a great day.*



# TEXAS COSMETOLOGY EXAMINATION REGISTRATION FORM

PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name: \_\_\_\_\_  
First Name Last Name Middle Name

2. Student Permit Number:

3. Mailing Address: \_\_\_\_\_  
Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste  
\_\_\_\_\_  
City State Zip Code

4. Telephone: Home \_\_\_\_\_ - \_\_\_\_\_ Office \_\_\_\_\_ - \_\_\_\_\_

5. Email: \_\_\_\_\_@\_\_\_\_\_

6. Examination: (Check one)  Written Examination only (\$50)  Practical Examination only (\$72)

Note: You must pass the Written Examination before you can pay for and schedule the Practical Examination.

7. You may pay by credit card, money order, company check, or cashier's check. Make check or money order payable to "PSI" and write your student permit number on it. Cash and personal checks are not accepted.

If paying by credit card, check one:  VISA  MasterCard  American Express  Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_  
*The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Complete and forward this registration form with the applicable examination fee to:  
PSI Services LLC \* ATTN: Examination Registration TX CO  
3210 E Tropicana \* Las Vegas, NV \* 89121  
Fax (702) 932-2666 \* (833) 333-4741 \* TTY (800) 735-2929  
E-mail: examschedule@psionline.com





# EXAMINATION ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request Exam Accommodations.

### REQUEST ACCOMMODATION VIA ONLINE

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#). You will be contacted via email within 48 hours.

Requirements for examination accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

### REQUEST ACCOMMODATION VIA FAX OR EMAIL

If you prefer you may fax this form, along with supporting documentation, to (702) 932-2666 or email it to [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com). After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

Date: \_\_\_\_\_ ID#: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street Citv. State. Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Cell

Check any examination accommodations you require (requests must concur with documentation submitted):

- |   |   |
|---|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability)                 | <input type="checkbox"/> Extended time (Additional time requested: _____)   |
| <input type="checkbox"/> Large-print written examination  | <input type="checkbox"/> Request for a translated examination (this request does not require additional documentation)<br><i>You will be advised of the cost once PSI receives the quote ; the translation. This fee will be paid by the candidate.</i> |
| <input type="checkbox"/> *Out-of-State Testing Request (this request does not require additional documentation) |   |

Site requested: \_\_\_\_\_

*\*You may email your out-of-state request to [OutofStateRequest@psionline.com](mailto:OutofStateRequest@psionline.com).*

**YOU MUST BE APPROVED BY TDLR TO TAKE THIS EXAMINATION**

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS**



PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121

